

Policy	Remote Learning Policy SS 08
Document owner	Head of Curriculum
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Associated documents	Remote Learning Procedure IT Policy Safeguarding policy Professional Boundaries Policy Data Protection Policy Student Code of Conduct
Reference documents	https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/ https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/
Initial reviewing body	Learning & Quality Group
Final approval body	Senior Leadership Team
Published on website	Yes

Purpose	To set out the policy for Remote Learning. It lays out how to approach Remote Learning to create a positive, creative and safe culture within the organisation towards the use of technology as a tool for inclusive learning while safeguarding the College, stakeholders and systems.
Scope	All staff and students involved in Remote Learning.
Equality & Diversity	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i></p> <p><i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in college
- Set out expectations for all members of the college community with regards to remote learning
- Provide appropriate guidelines for data protection

Remote Learning will be delivered via:

- Online resources available on website
- Hard copy resources
- Online sessions with relevant staff, such as teaching staff, or Personal Tutors, including independence, vocationally specific, PSHE and Functional Skills

2. Roles and responsibilities

Derwen College will offer Remote Learning only at times that are exceptional. In normal circumstances, provision delivery will be on campus.

Staff must adhere to all procedures and policies regarding safeguarding and professional behaviour, to ensure that all parties remain safe at all times.

This policy outlines the key responsibilities of:

- Teaching and Learning staff
- Students
- Parents
- IT staff
- Safeguarding Team
- Governors

2.1 Teacher and Learning Staff

When providing remote learning, teaching and learning staff are responsible for:

- Setting up the session
- Setting work
- Leading and managing the session
- Providing feedback on work

- Keeping in touch with learners who aren't in college and with their parents

2.3 Pathway leads

Alongside their teaching responsibilities, Pathway leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers and Learning Support Assistants (LSAs) teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers and LSAs in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Monitoring the progress of individual learners and tracking

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the college
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL and Deputy DSLs are responsible for:

- Ensuring that any concerns raised by staff, parents and students are followed up in a timely manner and appropriate action is taken.

2.6 IT staff

IT staff are responsible for:

- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Assisting teaching staff in troubleshooting pupil access

2.7 Learners and parents/carers

Staff can expect learners learning remotely to:

- Be contactable during the college day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers and LSAs
- Seek help if they need it, from teachers and LSAs
- Alert teachers and LSAs if they're not able to complete work

Staff can expect parents/carers with students learning remotely to:

- Make the college aware if the student is sick or otherwise can't complete work
- Seek help from the college if they need it and use any resources provided

- Be respectful when making any complaints or concerns known to staff

2.8 Board of governors (the board)

The board is responsible for:

- Monitoring the college's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the pathway lead
- Issues with behaviour – talk to the relevant pathway lead
- Issues with IT – talk to IT department
- Concerns about data protection – talk to the head of technology or the data protection officer
- Concerns about safeguarding – talk to the DSL, deputy DSLs or any member

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Use devices provided by the college specifically for this purpose
- Only use official college email addresses and telephones for communicating with students.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as part of the remote learning system. As long as this processing is necessary for the college's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates